

Attachment to ACMP Flash 2011-62

Contracting Officer Warrant Requirements			
Function	Experience	Minimum Training	Continuous Learning
GS-1105s with a warrant for purchases up to \$25,000	At least 6 months of Government Purchase Card experience	Certified to Level I in the ACMP Purchasing Program	80 hours every two years
GS-1105s with a warrant for purchases \$25,000 up to the simplified acquisition threshold	At least 1 year of Government Purchase Card experience	Certified to Level II in the ACMP Purchasing Program	80 hours every two years
GS-1105s with a warrant for purchases over the simplified acquisition threshold	At least 5 years of progressively complex contracting experience	Certified to Level III in the ACMP Purchasing Program	80 hours every two years
Non-1102 or non-GS-1105 personnel with authority to make individual transactions up to the micro purchase threshold using the Government Purchase Card	As approved by the Agency Program Coordinator	At least 8 hours covering credit card purchases, such as – (1) self-instruction using training materials from the Government Purchase Card program, (2) a 1-day training course on the Government Purchase Card program, or (3) other appropriate training as approved by the Agency Program Coordinator [e.g., GSA SmartPay Purchase Card Training (online)]	8 hours every 2 years after card issuance date, and every 2 years thereafter
Non-1102 or non-1105 personnel using Government Purchase Card for purchases of up to \$25,000 (applies to open market Purchases and Federal Supply Schedule Purchases)	At least 6 months of Government Purchase Card experience	Simplified Acquisition Procedures (SAP) training course, such as – (1) CON 237, or (2) DAU certified SAP course, or (3) DOE-sponsored SAP course	8 hours every 2 years after card issuance date, and every 2 years thereafter
Non-1102 or non-1105s personnel with authority for simplified acquisitions and placing orders against Federal Supply Schedules for \$25,000 up to the simplified acquisition threshold using the Government Purchase Card, purchase orders, or delivery orders	At least 1 year of Government Purchase Card experience	Certified Level I in the ACMP Purchasing Program	80 hours every 2 years